



Go Figure Mathematical Challenge

Memo to Proctor

Bldg./Rm.		Starting Time	
Capacity	Head Proctor		Supply Chief

Procedures:

1. Ask participants to sign in.
2. Place students in ALTERNATE SEATS beginning with end of row. If there are not enough seats, send extra students back to the gymnasium for reassignment.
3. Welcome students. Introduce yourself, give a little information on what you do and cite your personal interest in mathematics.
4. Pass out BOOKLETS and ask students to complete the form on the top portion of the cover. Ask them to PRINT!
5. Advise the students that they can keep the question sheet when the Challenge is over.
6. The PROCTOR should read the following to the students:

The proctors will not give you any help in interpreting the questions. They will help in areas not related to the Challenge questions, such as lending a pencil to someone. Students desiring such help should approach the proctor quietly. Please do not disturb your fellow Challenge participants. If you leave early, please do so quietly and remain quiet around this area. You may keep the questions. Solutions will be mailed later today to those teachers who sent in Estimated Attendance Forms. High achievers will be announced as soon as possible. (No calculators)

7. The PROCTOR should then read to the students the sentences starting below the signature on the cover page and ending "... COPY ANSWERS IN THE PROPER PLACES BELOW".
8. Distribute QUESTIONS FACE DOWN, ask the students to not turn over the questions until you tell them to start. Note the start time at the top of this sheet.
9. After 2 1/2 hours, tell the students to STOP. Tell them that they may keep the question sheets, and hand in the BOOKLETS. Please staple extra pages or re-staple any booklets which have come apart.
10. Remind them to take their BELONGINGS and invite them to take a recruiting brochure, if available.
11. If students ask for directions to return to the registration area, please show them the map or lead them there.
12. Bring the completed BOOKLETS (i.e., bundled in rubber band in alphabetical order) and any remaining materials to the registration area.

Kit Contents

- ☐ Memo to proctor
- ☐ Campus map
- ☐ Registration forms
- ☐ Booklets, plus additional copies
- ☐ Rubber bands
- ☐ Stapler
- ☐ Extra blank paper
- ☐ Recruiting brochures (if provided by college)
- ☐ Sharpened pencils (for students who do not bring their own)